**SMYTH COUNTY PUBLIC LIBRARY**

**BOARD OF TRUSTEES MEETING**

**Thursday, May 9, 2019**

**5:30 p.m., Marion Public Library**

**Marion, VA 24354**

**CALL TO ORDER:**

The regular meeting of the Smyth County Library Board of Trustees was held on Thursday, May 9, 2019, at 5:30 pm in the Copenhaver Meeting Room of the Marion Public Library. Trustees present were Deanie Dimick, Jane Tate, Nancy Smith, and Iris Worley, and Rick Blevins. Robb Farmer, Library Director, and Helen Conley, Secretary, were also in attendance.

**WELCOME/INTRODUCTION:**

Robb took the Board on a tour before the meeting was called to order. The meeting was called to order by Rick Blevins at approx. 6:12 pm and he welcomed everyone to the meeting. He acknowledged Byron Johnson being present.

**AGENDA ADDITIONS:**

There were no additions to the agenda. A motion was made by Nancy Smith, with a second by Iris Worley, to adopt the agenda as presented.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Nancy Smith, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

**PUBLIC/GUEST REMARKS:**

Rick asked Byron if he had any remarks for public comment. He had brought packets to the Board at the previous meeting detailing all that he has taken on over the 7 years that he has been employed at the Library. He has been workings with the electric, plumbing, landscaping, security equipment, etc., that was all done contractually before he was hired. He will be available at the next meeting to discuss this information. Robb addressed the Board by stating that Byron does an amazing amount of work for the Library and does it well. Jane and Deanie commented on how nice the landscaping looks around the building. Rick commented that there would be a discussion had when the Board discussed the personnel matters and the Board does appreciate all that Byron does.

**LIBRARY TOUR:**

Robb escorted the Board around the Marion branch and discussed his plans for rearranging certain areas. He stated that this should improve things financially and it will put all of the Public Service areas on the first floor. Deanie and Iris felt that the plans were doable and Jane said that it might be trial and error. Robb himself commented that it will take tweaking as it progresses. Robb stated that most of the changes could be accomplished by the first of the fiscal year. He is pushing to have it finished by mid-July. Rick asked Robb to keep the Board updated on the progress. Robb would also like to do an Open House at some point when most of the changes are done.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

The previous month’s minutes were inadvertently omitted from the emails to the Board members. Nancy also asked about an answer to a question that was asked in the Audit section. Robb did give a response and it will be added to the Minutes. The Board decided to wait on the addition to be added to approve April’s Minutes.

**APPROVAL OF DISPURSEMENTS:**

Rick asked if Robb had heard anything from the towns on their budget allocations for the Library. Robb stated that he did not have any official word from any of the towns. He also stated that Marion had requested a copy of the budget and let them know what budget lines that they pay for. Robb wondered if it would be a good idea to have the same packets sent to each town that the Board receives. Rick stated as it is public record, this was not an issue to do so. Robb stated that he also still didn’t have an official number from the state either. He did state that unofficially that it is suppose to be approx. $7000 more than last year.

Jane asked how the amount provided by the State is allocated. Rick and Robb briefly discussed that there was a complex formula that dealt with several factors.

The disbursements totaling $121,442.72 were discussed (Purchase Journal). Nancy asked a question about a capital expenditure amount of $6305 that didn’t show up on a corresponding sheet. Robb explained that he felt this was a mistake and he would check on it. Jane also asked about the misc. $1972 for Main Local. Robb will also check on this to let the Board know what that is for.

Nancy asked about the number of charges that were listed as purchases from Amazon – equipment, etc. Robb explained that Amazon is used for several different items since it is an easy place to purchase items due to cost, ease of shipping, and customer service. Jane asked for a breakdown of these charges in the future. Robb explained that some of the equipment purchased was magazine racks, baby changing tables, etc. Byron also noted that he buys some of his needed replacement parts and electrical supplies from Amazon.

Rick stated that the salary line needed to be looked at and Jane agreed. Jane then asked about the amount that would be coming from the County. Rick stated that there would be a public hearing date set at the Board of Supervisor’s regular meeting on the 2nd Tuesday of June. Robb stated that he is already making plans to address the salary issue even though the budget numbers have not been finalized yet.

Jane asked for clarification on what the $110,000 CD that was cashed was used to pay for and if there was any of it left. Robb stated that is was broken up and allocated to different budget lines and that he knew that some of it has already been spent but that there should be some of that money left over. He was not sure about the percentage that would be left. He estimated that there would probably be about $40,000 left to carry over to next year.

Jane also asked Robb about whether the Financial Officer could be present and if he had spoken with her about it. Jane had made this request previously. Robb said that he did speak with her about it, but that she was working on getting ready to retire. Janet asked if Judy had said she didn’t want to come and Robb responded that she didn’t say no, but that she was taking some time off and it would be unlikely that she would be there.

Nancy asked if any of the State money could be used for the Director’s salary and Robb said that 25% of it could be and would be used going forward. Previously no State money was used for this purpose.

There was further discussion had about tightening up each budget line and revising how some of the budget lines are decided going forward since there would be a whole new Finance dept. Jane asked for clarification of what he meant and Robb stated that both Judy Wyant and Linda Routh would be leaving at the end of June. Linda and Judy had already started training Ann Lowe. Jane asked about Linda’s roll and Robb discussed her position with purchasing. Robb stated that we did not have anyone yet training with Judy for the higher accounting position. Robb asked for the Board’s permission to speak with a previously interviewed person before starting completely over with advertising. Robb is also looking into outsourcing payroll options if it is cost effective. Iris suggested getting a quote from a company called “TimeClock Plus.”

Being there were no further questions or comments a motion was made by Deanie Dimick and seconded by Iris Worley to approve the Expenditures.

The motion PASSED by the following vote:

AYES: Deanie Dimick, Jane Tate, Iris Worley, Rick Blevins, and Nancy Smith.

NAYS: None.

ABSTAINERS: None.

ABSENT: Rick Blevins.

**DIRECTOR’S REPORT:**

Robb discussed everything that the Friends of the Library groups have been doing for each of the branches. Robb reported on his trip to the VPL Director’s Association Meeting. He went to training sessions and business sessions. He also went to the Director’s Boot Camp where he networked with other Director’s and Vendors.

Robb has been taking bids on a new phone system. He is still looking for a third one. He has also started working with Karen Groff on getting a foundation going for our Library System.

Trivia night was a great success. There were 6 teams and approx. 40 attendees. There is interest in having another one in the future.

The $500 scholarship was awarded to Chloe Robinson. There were 6 applicants and the decision was decided on by a 6 person committee. Applications were sent out to the high schools and local colleges. Robb wants to work with a family member of the person who donated the money for the scholarship to update the wording and requirements. Jane Tate served on the committee of judges.

**BOARD OF SUPERVISOR’S REPORT:**

Rick didn’t have anything to discuss as the budgets have not been finalized yet. Jane stated that she hoped that Rick was lobbying hard for the Library System. Rick stated that the request from all the departments came in at 1.4 million over last year’s budget. This didn’t include mandated items. The vote for the County budget would be around June 24th.

**OPEN ISSUES:**

Budget:

Rick stated that by the July meeting, all the numbers should be in. He suggested having a shorter agenda and focus as much as possible on the budget. There was agreement for this. Jane asked if people were allowed to speak at the meeting about the budget. Rick said yes. The regular meeting in June would be the time to go speak and then the called meeting would be the day that the Supervisor’s vote.

Robb stated that even though the numbers are not in yet, he is already looking ahead to figure out ways to be as frugal as possible and coming up with other ways to bring in money, such as upping copy costs, charging for meeting spaces, and selling stuff.

Jane asked about Chilhowie and Saltville being open less than 40 hours but having more than 40 hours in salaries. Robb addressed this saying that part of this is due to having more than one person for safety reasons and that some of the hours of service are not the regular open hours of those branches. As the discussion progressed, Robb stated that we did ask the towns for more money and Iris also noted that the Friends group also helps pay for programs and supplies. He noted that with a conservative estimate of money that we are looking at a possible shortfall for salaries of $100,000. He spoke to Karen Groff helping to lay the ground work for grants and that she has done most of that as a volunteer. He also stated that he feels that moving forward that we will be more likely to be able to get grants as our image gets better and better.

Nancy asked if everyone was keeping their time down every week since Chilhowie and Saltville were not open 40 hours. Robb responded that the only ones that needed to be worried about being over on time are the part time persons. The managers are doing other things when the libraries are closed to the public. Nancy asked about the auditors needing timesheets for the managers and Robb said it was okay because they are exempt.

There was a question concerning nepotism. Robb explained that this was not an issue as no family members were supervising each other. Deanie also stated that was for Board Members and the Director.

Employee Handbook (Position Changes/Descriptions):

Deanie suggested that the Board have a shorter agenda like for the budget so that the handbook could be focused on. The month of June was suggested. Jane stated that she had called Kim Armentrout from the Library of Virginia and she stated she would come and address the Board. Jane stated she would call her back and see if she could come on June 13th.

Safety/Emergency Plan:

Each location now only has to set a date for this training.

Holiday Schedule:

A discussion was had about the current holiday list vs. the State holidays. Helen was asked to do a mockup for 2019-20 as it normally would be and it would be looked at during the January meeting.

**NEW BUSINESS:**

Personnel Changes:

Robb said he would like to have an outside event to recognize the long time service of some people that have retired, others that are about to retire, new hires, and how we have progressed in the last 2 years, and where we are headed.

Programming:

Flyers from all branches were handed out for upcoming programming and a brief programming discussion was had. Summer Reading is starting soon!

Statistics:

A general discussion was held about statistics.

Location/time of next meeting:

The next meeting will be in Marion on June 13th, at 5:30 pm in the Copenhaver Meeting Room if Ms. Kim Armentrout from the Library of Virginia is able to attend. If she is not, the meeting will take place in Chilhowie for the normal rotation.

Closed Session:

A motion was made by Iris Worley, with a second by Deanie Dimick, to enter into closed session under the Code of Virginia, Section 2.2-3711 to discuss **A.1: Personnel Matters**; which can be discussions, consideration, or interviews of prospective candidates for employment and contracts.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Nancy Smith, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

A motion was made by Jane Tate, with a second by Iris Worley, to adopt the following resolution certifying the business conducted in closed session as follows:

**RESOLUTION**

**CERTIFICATION OF CLOSED SESSION**

**WHEREAS**, the Smyth County Public Library Board of Trustees had convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, Section 2.2-312 of the Code of Virginia requires a certification by the Smyth County Public Library Board of Trustees that such a meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Smyth County Public Library Board of Trustees hereby certifies that, to the best of each member’s knowledge, (i) only pubic business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed and considered by the Smyth County Public Library Board of Trustees.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Jane Tate, Nancy Smith, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.

Adjournment:

A motion was made by Iris Worley, with a second by Deanie Dimick, to adjourn the meeting.

The motion PASSED by the following vote:

AYES: Rick Blevins, Iris Worley, Nancy Smith, Jane Tate, and Deanie Dimick.

NAYS: None.

ABSTAINERS: None.

ABSENT: None.